



JOB DESCRIPTION

Event, Marketing & Donor Relations VISTA

AmeriCorps VISTA

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POSITION

Work with corporate and community partners at our award-winning free clinic in Providence, RI, to develop and achieve strategic marketing & donor relations goals to ensure health care for low-income uninsured adults. Become an *Event, Marketing & Donor Relations AmeriCorps VISTA* at Rhode Island Free Clinic for a year of national service in “the Domestic Peace Corps.” Gain transferable skills in business development, project planning, non-profit management, marketing and public relations. *Start in June/July 2020.*

Rhode Island Free Clinic (www.rifreeclinic.org) is nationally recognized for its volunteer/community partner model. In 2019 the Clinic mobilized an active statewide corps of over 700 medical volunteers, support professionals, and community partners throughout RI to provide over 11,000 patient visits and a medical home to uninsured, low-income RI adults. We believe in strengthening our community by giving people resources and education to help themselves. The Clinic also serves as a training site for aspiring healthcare professionals. Services and training are provided at the Clinic’s state-of-the-art, 8,000 square foot facility in Providence, and around RI at sites of collaborating partners.

The Clinic seeks a savvy, energetic, highly organized person to build capacity in the Clinic’s fundraising program through event coordination, marketing, and donor relations. An integral part of the Clinic’s team of 9 staff and 9 AmeriCorps VISTAs, this person is responsible to help develop strategies, achieve goals, implement best practices, and thrive in the Clinic’s highly professional, personable, dynamic volunteer model. This position offers a unique opportunity to gain transferable skills in business development, project planning, event management, marketing, public relations, and non-profit management.

DUTIES

- Build Clinic capacity by actively working with our VISTA Team & award-winning network of corporate & community partners to strengthen fundraising through events, donor relations, and communications with partners & donors
- Maximize and execute signature annual event by recruiting sponsors and donors, increasing PR and attendees, and leading Event Committee
- Collaborate closely with the CEO, Board, Director of Donor Relations to plan how to improve annual fundraising event and donor outreach for the Clinic’s fundraising capacity
- Champion use and improvement of website
- Plan and execute the enhancement of marketing and social media initiatives
- Strengthen Annual Appeals with focus on donor retention and promotion
- Strengthen donor data management system
- Identify opportunities and work energetically and creatively to pursue innovative donor relations initiatives
- Champion the Clinic’s donor collateral, press packets, and newsletters
- Work with VISTA Team to enlist volunteers, and motivate them to achieve objectives
- Actively represent the Clinic in public
- Evaluate the effectiveness of fundraising and donor relations initiatives and systems
- Champion emerging Clinic initiatives resulting from its dynamic environment

QUALIFICATIONS & EXPERIENCE

- Savvy self-starter with demonstrated initiative interested in business development, fundraising, non-profit management
- Demonstrated attention to detail, with excellent written and oral communication, organizational and analytical skills
- Strong Microsoft Office skills, and aptitude with client relation management databases
- Flexible & capable problem solver with entrepreneurial, can-do spirit, and customer service approach
- Creative thinker, enthusiastic people person and team player with the ability to motivate others
- Commitment to the Clinic’s mission, volunteer model and service to the uninsured

TO APPLY GO TO: <https://www.nationalservice.gov/programs/ameriCorps/ameriCorps-programs/ameriCorps-vista/join-ameriCorps-vista>

Please review AmeriCorps VISTA information on this site. Then go to <https://my.americorps.gov/mp/login.do> and click “Search Listings.”

For the search, select the “Rhode Island” and “AmeriCorps VISTA” options. Scroll until you find this position, click on it, and “Apply Now”.

Submit your application including 2 references. Applications **must** be submitted through this AmeriCorps VISTA site, the Clinic cannot accept applications directly.

Rhode Island Free Clinic is an equal opportunity employer.